

Adversary Case Opening

- STEP 1** Click the **Adversary** hyperlink on the **CM/ECF Main Menu** bar.
(See Figure 1)

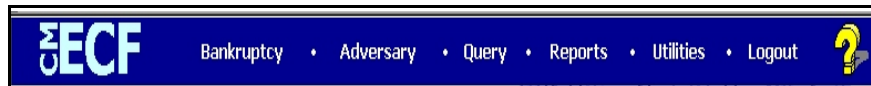


Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2)

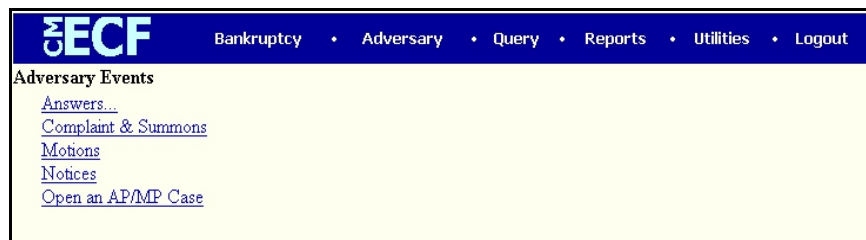


Figure 2

Click the **Open an AP/MP Case** hyperlink.

STEP 3 The **CASE DATA** screen displays. (See Figure 3)



The screenshot shows the ECF (Electronic Case Filing) interface for opening an Adversary or Miscellaneous Proceeding (MP) case. The header bar is blue with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main title is 'Open Adversary/MP Case'. The form fields are as follows:

Field	Value
Case Number	
Office	Omaha Office
Date Filed	2/14/2002
Case Type	ap
Complaint	y

At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 3

The case number will be generated later in this process.

Select the **Office** from the pick list by clicking on the ▼ arrow and highlighting your selection.

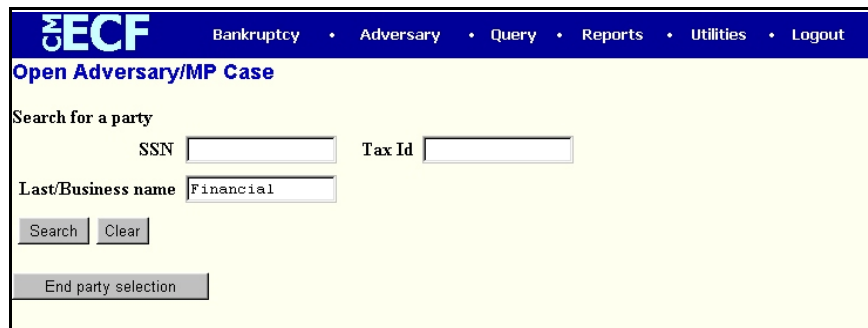
The current date is displayed next to **Date Filed**.

The **Case Type** values are ap for adversary proceeding and mp for miscellaneous proceeding. **No action is necessary.**

The Complaint field signifies the lead event for this proceeding. If you are filing something other than a complaint such as a Notice of Removal, select (n) to change the Y to N.

Click on the **[Next]** button.

STEP 4 The **SEARCH FOR A PARTY** screen appears. (See Figure 4)



The screenshot shows the ECF (Electronic Case Filing) interface for the District of Nebraska. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Open Adversary/MP Case". Below this, there is a section titled "Search for a party" with input fields for "SSN" and "Tax Id". A "Last/Business name" field contains the text "Financial". There are "Search" and "Clear" buttons, and an "End party selection" button at the bottom.

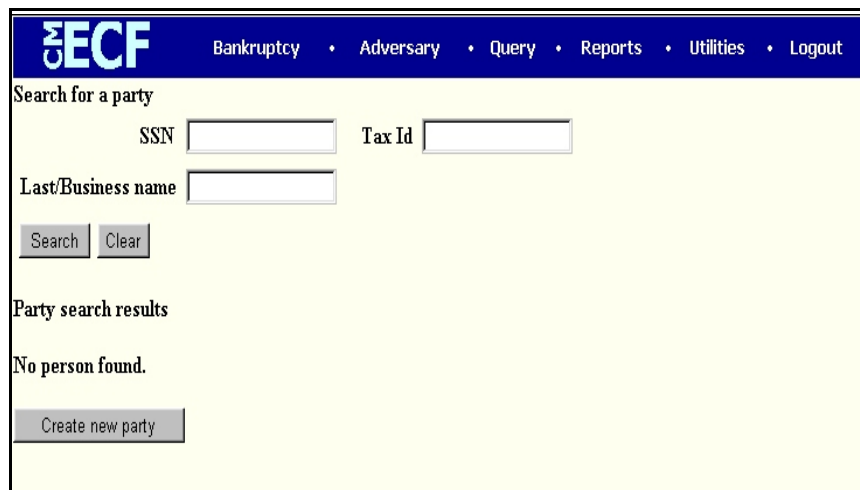
Figure 4

Enter the SSN or Tax ID of the plaintiff.

Enter the plaintiff's last name or, for a business, enter the entire name in the Last/Business name field.

Click on the **[Search]** button.

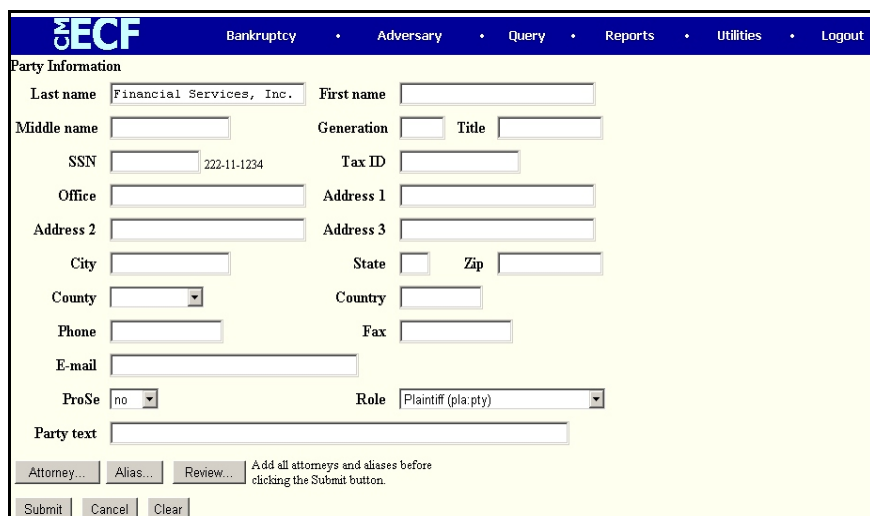
STEP 5 The **PARTY SEARCH RESULTS** screen appears. (See Figure 5)



The screenshot shows the ECF interface displaying the results of a party search. The top navigation bar is the same as in Figure 4. The main heading is "Party search results". Below this, it states "No person found." and there is a "Create new party" button.

Figure 5

Since this party is new to the court's database, click on **[Create New Party]**.

STEP 6 The **PARTY INFORMATION** screen appears. (See Figure 6)


ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

Figure 6

Enter the plaintiff's **Name**

Expand the Role Type selection pick list by clicking on the down arrow ▼ and select [Plaintiff].

NOTE: ***Do not add address information for parties. Noticing will be through the attorneys.***

The **Party Text** field is used for further party description, such as A California Corporation or Trustee for the Estate of....

When this screen is correct, click [Attorney]. You must add yourself for your client.

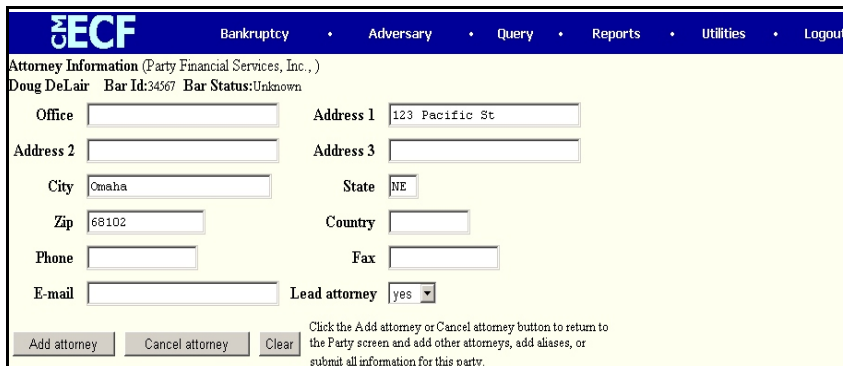
STEP 7 The **ATTORNEY SEARCH** screen displays. (See Figure 7)**Figure 7**

Enter your **Bar ID** number or search by **Last name**.

Click on the **[Search]** button.

STEP 8 The **ATTORNEY SEARCH RESULT** screen displays. (See Figure 8)**Figure 8**

Click to highlight your name and then click on **[Select name from list]**

STEP 9 The **ATTORNEY INFORMATION** screen displays. (See Figure 9)


ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Attorney Information (Party Financial Services, Inc.,)
Doug DeLair Bar Id:34567 Bar Status:Unknown

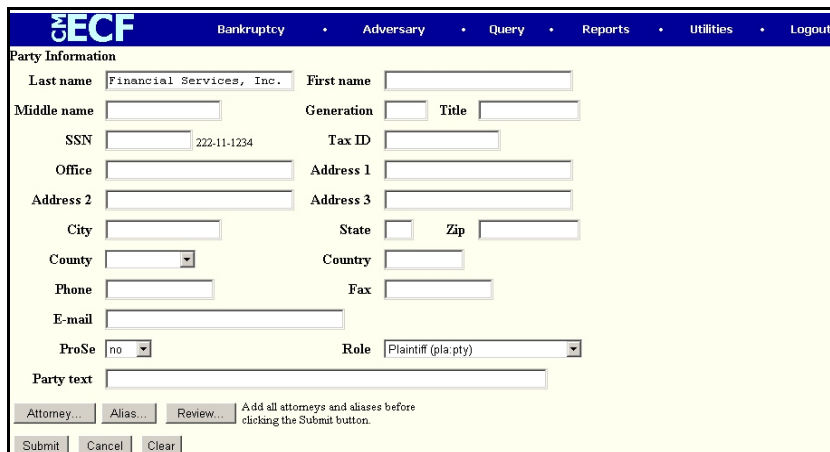
Office Address 1
Address 2 Address 3
City State
Zip Country
Phone Fax
E-mail Lead attorney

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

Figure 9

Verify the Attorney Information screen.

Click on the **[Add attorney]** button.

STEP 10 The **PARTY INFORMATION** screen will display again. (See Figure 10)


ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Party Information

Last name First name
Middle name Generation Title
SSN Tax ID
Office Address 1
Address 2 Address 3
City State Zip
County Country
Phone Fax
E-mail
ProSe Role
Party text

Add all attorneys and aliases before clicking the Submit button.

Figure 10

Verify the information and then click on the **[Submit]** button.

STEP 11 The **SEARCH FOR A PARTY** screen appears again.
(See Figure 11)

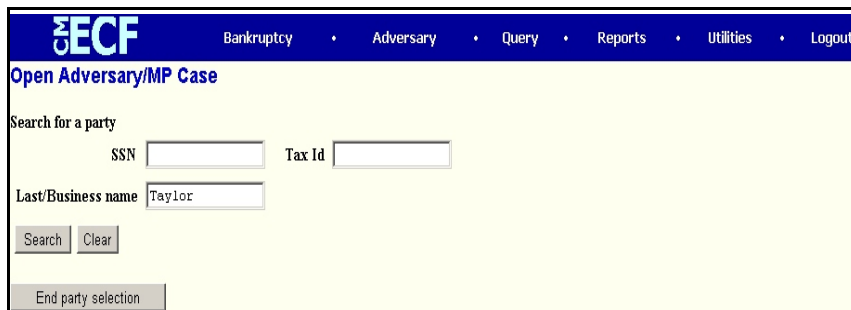
The screenshot shows the ECF (Electronic Case Filing) interface for the District of Nebraska. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is 'Open Adversary/MP Case'. Below this, there is a section titled 'Search for a party' with input fields for 'SSN' and 'Tax Id'. A 'Last/Business name' field contains the text 'Taylor'. There are 'Search' and 'Clear' buttons, and an 'End party selection' button at the bottom.

Figure 11

***If there is more than one Plaintiff they may be added at this time.**

Otherwise, enter the party information for the defendant by searching under their last name.

Click on the **[Search]** button.

STEP 12 The **PARTY SEARCH RESULT** screen displays. (See Figure 12)

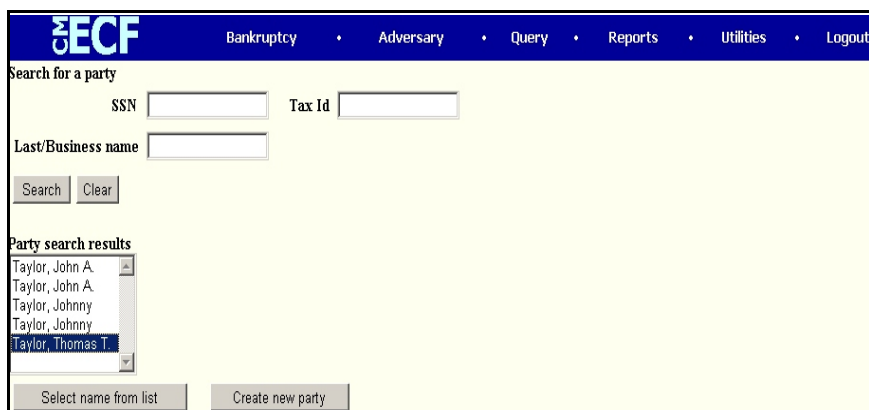
The screenshot shows the ECF interface displaying search results. The top navigation bar is the same as in Figure 11. The 'Search for a party' section is still visible. Below it, the 'Party search results' section shows a list of names: Taylor, John A.; Taylor, John A.; Taylor, Johnny; Taylor, Johnny; and Taylor, Thomas T. The last name, 'Taylor, Thomas T.', is highlighted. At the bottom of the results list are two buttons: 'Select name from list' and 'Create new party'.

Figure 12

Click to highlight the Defendant.

Click on the **[Select name from list]** button.

STEP 13 The **PARTY INFORMATION** screen displays. (See Figure 13)

DO NOT CHANGE THE ADDRESS OR ADD AN ATTORNEY FOR THE DEFENDANT.

CHANGE PRO SE TEXT BOX TO YES

Expand the Role Type selection pick list by clicking on the down arrow ▼ and select [Defendant].

Click on the [Submit] button.

STEP 14 The **SEARCH FOR A PARTY** screen appears again. (See Figure 14)

Figure 14

***If there is more than one Defendant they may be added at this time.**

Otherwise, if all of the parties have been added, click on the [End Party Selection]

STEP 15 The **ADVERSARY STATISTICAL** screen appears. (See Figure 15a)

ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary/MP Case

Party code: 3 U.S. not a Party

Nature of suit: 426 (Dischargeability 523)

Origin: 1 Original Proceeding

Transfer date:

Rule 23 (class action): n

Jury demand: None

Demand (\$000):

Next Clear

Figure 15a

Unless the US is a plaintiff or defendant in your case, accept the default **US is not a Party in the Case**.

Other values are:

3 U.S. Not a Party in the Case

1 U.S. is a Plaintiff

2 U.S. is a Defendant

3 U.S. Not a Party in the Case

Select the **Nature of Suit** of the complaint from the list below.
(See Figure 15b.) If there are multiple suits in an adversary, only one can be selected.

426 (Dischargeability 523)

424 (Obj/Revocation Discharge 727)

426 (Dischargeability 523)

434 (Injunctive Relief)

435 (Validity/Priority/Extent Lien)

454 (Recover Money/Property)

455 (Revoke Plan Confirmation)

456 (Declaratory Judgment)

457 (Subordinate Claim/Interest)

458 (Approval For Sale)

459 (Application For Removal)

498 (Other Action)

Figure 15b

NOTE: If one of the multiple suits is a 727 Objection to Discharge, it is important to enter 424 as the first NOS.

The **Origin** code defaults to original proceeding. No action is necessary to accept the default. Other values are:

A dropdown menu with a blue header bar. The visible options are: 1 Original Proceeding, 2 Removed From State, 4 Reinstated/Reopened, and 5 Other District Trans In.

The default in the **Rule 23 (Class Action)** box is *n*. Change the default to *y* if this applies.

A dropdown menu with a blue header bar. The visible options are: None, Both, Defendant, None, and Plaintiff.

Demand. If there is a dollar demand, enter the **(\$000)** amount to the nearest thousand (i.e. 5,000 enter 5, leave off the 000). The default in the **Jury Demand** box is *n* (None)

- Highlight the appropriate selection.

Verify the data on your screen and then click **[Next]**.

STEP 16 The **RELATED CASES** screen displays. (See Figure 16)

A screenshot of the ECF (Electronic Case Filing) system interface. The header shows 'ECF' and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is 'Open Adversary/MP Case'. Below this, there is a section titled 'Add Associated Cases'. It contains a 'Member case number' label, a 'Lead case number' input field with the value '02-80004', and an 'Association type' dropdown menu with 'Objection to Discharge Debt' selected. At the bottom are 'Next' and 'Clear' buttons.

Figure 16

Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format, including the hyphen.

Click on the **[NEXT]** button.

STEP 17 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 17)



Figure 17

Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click on the **X** in the upper right corner of the document screen.

Double-click the PDF file to select it.

Click on the **[Next]** button.

STEP 18 The **RECEIPT** screen displays. (See Figure 18)

Train Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address https://ecf-train.neb.dcn/cg-bin/login.pl?2922170614914334_916_0-1 Go Links

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary Case

COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.

Please Enter: A Receipt Number or CC for Credit Card or O for Other Payment.

Do not enter a receipt number below if you will be paying via the Internet!

Receipt #: Fee: \$150

Next Clear

Figure 18

Read screen instructions and proceed forward.

If there is no charge for this Adversary i.e. Debtor as the Plaintiff, type in **O** for the Receipt # and **0.00** for the fee amount.

Click on the **[Next]** button.

STEP 19 The **MODIFY TEXT** screen displays. (See Figure 19)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary/MP Case

Docket Text: Modify as Appropriate.

Complaint by Financial Services, Inc. against Thomas T. Taylor . Receipt Number cc, Fee Amount \$150 . (DeLair, Doug)

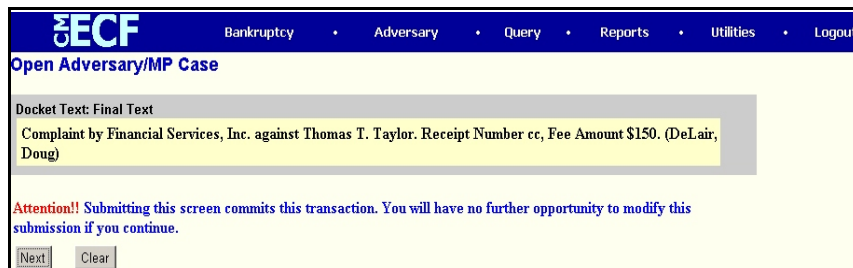
Next Clear

Figure 19

In the text box additional text for the motion may be added according to the courts procedures.

Click on the **[Next]** button.

STEP 20 The **FINAL TEXT** screen displays. (See Figure 20)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary/MP Case

Docket Text: Final Text
Complaint by Financial Services, Inc. against Thomas T. Taylor. Receipt Number cc, Fee Amount \$150. (DeLair, Doug)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 20

Verify the final docket text.

CAUTION!! This is your last opportunity to change this event. Clicking **[Next]** will submit this order to the database.

If correct, click on the **[Next]** button.

If the final docket text is incorrect, click on your browser's **Back** button to find the screen to be modified. To abort or restart the transaction, click on **Adversary** or any other selections on the **CM/ECF Menu Bar**

STEP 21 The **NOTICE OF ELECTRONIC FILING** screen displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

To print a copy of this notice, click on the browser [Print] icon. You may also save the notice through the browser File/Save option.